

<i>Office of General Services</i> <b>Safety Program and Policy Manual</b>
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SUBJECT: Safety Training  
NUMBER: 00-107  
DATE: 11/2/1999

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## **Purpose**

The purpose of this policy is to establish training requirements for employees of the Office of General Services (OGS) as required by the Occupational Safety and Health Administration (OSHA) standards and this policy. The objectives are to change behavior, improve on-the-job performance, and for workers to keep themselves and others safe and healthy.

Many standards set forth by OSHA and other government agencies explicitly require the employer (OGS) to train its employees in the safety and health aspects of their jobs. Other OSHA standards make it OGS' responsibility to limit certain job assignments to employees who are "certified," "competent" or "qualified" – meaning they have had special training. OSHA believes that training is an essential part of every employer's safety and health program that can result in fewer worker injuries and illnesses, lower insurance premiums, and have other benefits. One of the first questions an accident investigator will ask is whether the injured employee was trained to do the job.

## **Policy**

All OGS employees will receive Safety training as outlined in this policy and in accordance with applicable OSHA and other government agency standards.

## **Procedures**

1. Ideally, safety and health training should be provided before problems or accidents occur. This training would cover both general safety and health rules and work procedures, and would be repeated if an accident or near-miss incident occurred.
2. It is the responsibility of the OGS Safety Support Unit to provide New Employee Safety Training, and mandatory general and specialized safety training on an initial, recurring and remedial basis, as required. The New Employee Safety Training (NEST) curriculum consists of the following:

A. NEST has several tracks:

- 1) The Administrative Track is designed for employees in clerical, supervisory and managerial roles. Unless the employee has a unique requirement, there is no initial Safety training beyond NEST.
- 2) The Technical Track is designed for employees that are trades specialists or involved in technical activities. Specialized Safety training is usually required beyond NEST. Further specialized Safety training depends on the employee's position description requirements.

<b>ADMINISTRATIVE</b>	<b>TECHNICAL</b>
OGS Orientation	OGS Orientation
Hazard Communication *	Hazard Communication *
Fire Prevention & Emergency Action Plan*	Fire Prevention & Emergency Action Plan*
Office Safety *	Back Safety *
	Personal Protective Equipment *

\* Delivered by Computer Based Training (CBT)

- 3) Contract Custodial also has unique initial Safety training curriculum requirements.

B. During OGS Orientation:

- 1) A Team Leader will discuss OGS values.
- 2) A Safety Officer will:
  - (A) Describe the Employee's Individual Training Plan.
  - (B) Introduce OGS Employee Safety Policies.
  - (C) Prescribe accident-reporting procedures.

C. How to use computer based training (CBT) will be taught concurrent with the Right-to-Know / Hazard Communication class.

D. Though Fire Prevention & Emergency Action Plan basic information will be taught by CBT, Team Leaders/Supervisors will still be responsible to instruct employees in Team and Facility specific information.

3. Timing Requirements:

A. NEST is required on the first day of hire.

B. Specialized Safety Training has a Plan (completion) Date within 14 days of hire, except CPR and 1<sup>st</sup> Aid classes has a Plan Date within 90 days of hire.

**NOTE: EMPLOYEES THAT HAVE NOT SUCCESSFULLY COMPLETED A SAFETY COURSE ARE NOT ALLOWED TO PERFORM THOSE ASSOCIATED DUTIES UNLESS UNDER DIRECT SUPERVISION.**

4. When the standards do not explicitly require training, OGS is still responsible to train its employees concerning the hazards in the work place. These hazards can be identified from accident records, information contained in the Material Safety Data Sheets of the hazardous materials used in the work place, and by observing actions and practices in the work place that are dangerous or of a high occupational risk.

5. OGS is only required to train employees with a need to know which means:
  - A. Employees required by regulation, i.e., employees that may reasonably be expected to be involved in activities described in the standard or in areas where the employee could be at a high occupational risk.
  - B. Supervisors of such employees.
  - C. Technical Supervisors or Technicians whose work takes them into potentially hazardous areas.
6. The minimum safety training for OGS employees was determined based on an analysis of the above factors, coordinated with team managers, and formalized into training requirements documented in the OGS training management database called Training Server. All training requirements, including Safety training, are available on an individual basis through a report from the Training Server called the Individual Training Plan.
  - A. Training is based on three levels.
    - 1) Everyone who is assigned a specific Job Code has a common profile requiring certain training.
    - 2) If training pertains only to a specific team function or site, then this subset of employees is assigned to a specific Location Code profile with its training requirements.
    - 3) If the training requirement cannot be specified through Job and/or Location Codes, then the training is unique to that employee and is listed in the Employee's Personal Qualification Profile.
  - B. OSHA sometimes prescribes recurring training intervals. This policy establishes recurring training intervals for some additional Safety courses where OSHA has not stated a specific interval (see attached). Note: Some Safety courses are only required upon initial assignment.
7. It is management's responsibility to allot time during normal work hours for employees to receive required Safety awareness and training on an initial, recurring and remedial basis, as required.
  - A. Supervisors shall ensure all new or transferred employees unfamiliar with new job assignments are given specific instructions at the time of assignment in the precautions to be taken in connection with the new job or assignment. This may mean, in addition to the required safety training, on-the-job training under the supervision of a designated lead worker. No OGS employee will be allowed to operate tools, equipment or machinery, or to conduct operations unless he/she has received the appropriate Safety training.
  - B. Supervisors will ensure that all safety policies and work practices are complied with at all times unless compliance constitutes a greater hazard than non-compliance. When any exception to compliance is taken, the responsibility rests with the supervisor.

- C. Team Training Coordinators will work with Team Leaders and supervisors to register their employees for scheduled safety classes. Some safety courses are available as a videotape package to be led by a team proctor. Other safety courses are available for self-study to be taken at computer workstations at the work site.
8. The objective of Safety training is safe work practices on the job. It is critical to determine the amount of learning achieved and whether an employee's performance has improved on the job.
    - A. A written test or a demonstration of a new skill or ability may be used, and/or the employee should be observed on the job to ensure the employee understood the training and is successfully applying the new knowledge. Feedback from tests, observations, and employee critiques should be used to improve course content.
    - B. Remedial training would be appropriate for lack of knowledge of a work process, unfamiliarity with equipment, use of improper procedure, and/or when an employee is involved in an accident. Remedial training may be limited to a specific portion of or may require the entire subject material be reviewed, as required.
  9. It is the responsibility of the OGS Safety Support Unit to establish and maintain individual safety training and certification records. The OGS Training Server is the official source of individual training qualification requirements and transcripts.
  10. Team Leaders and supervisors are to incorporate Safety training into their normal activities.
    - A. Safety is to be an agenda item at all team meetings. This provides an opportunity for the team to discuss immediate safety issues, review business conducted at the OGS Safety Committee, or to conduct a short safety training session.
    - B. Supervisors should provide a "Supervisor's Safety Talk" on a weekly basis. These are five to ten minute quick reminders on one specific Safety topic or procedure. Suggested talks, posters, inspection checklists, regulations, material safety data sheets, and much more Safety information are available through the OGS Safety Web Page.

## SAFETY TRAINING – RECURRENCE INTERVALS

COURSE	OSHA-Specified (Months)	OGS-Specified (Months)
ASBESTOS AWARENESS *	12	
BACK SAFETY *		36
BLOODBORNE PATHOGENS	12	
CONFINED SPACE ENTRY *		12
CPR	12	
ELECTRICAL SAFETY *		36
FALL PROTECTION *		12
FIRE PREVENTION & EMERGENCY ACTION PLAN *	12	
FIRST AID	36	
GROUND MAINTENANCE		-
HAZARD COMMUNICATION *		36
INDUSTRIAL TRUCK (COURSE) *		36
INDUSTRIAL TRUCK (EVALUATION)	12	
LADDER SAFETY *		-
LEAD AWARENESS	12	
LOCK OUT / TAG OUT *		12
NEW EMPLOYEE SAFETY TRAINING		-
PERSONAL PROTECTIVE EQUIPMENT *		-
POWER TOOL SAFETY **		-
RESPIRATORY PROTECTION * (COURSE & FIT TEST)	12	
SUPERVISORY SAFETY MANAGEMENT		-
WELDING		-

\* - Available by Computer Based Training (CBT)

- Workstations Located at:
  - Facilities Management (3)
  - Energy Management Facility
  - State Fleet Management
  - Affinity Bldg, MMO Conference Room
  - Central Supply
  - Inter-Agency Mail Service
  - Disposable Property

\*\* - Available by Videotape (Package with Handouts)